

## **BYLAWS**

### **MARICOPA COUNTY ECONOMIC DEVELOPMENT COMMITTEE**

The Maricopa County Economic Development Committee (Committee) is created by Resolution of the Maricopa County Board of Supervisors entitled "County Support for Economic Development Projects," which was adopted on October 4, 2010 (Agenda Item C-20-11-031-M-00).

The purpose of this Committee is to review business location or expansion proposals made pursuant to A.R.S. §11-254.04, which authorizes the Board of Supervisors to appropriate and spend public monies for and in connection with economic development activities that it has found and determined will assist in the creation or retention of jobs or will otherwise improve or enhance the economic welfare of the inhabitants of Maricopa County. The Committee is to determine whether proposals meet the criteria set forth in the Resolution, prioritize the proposals within available funds, and make recommendations to the Board of Supervisors

#### Article I – Meetings

1. The annual meeting for the installation of new members and officers shall be held at the first regular meeting of the calendar year, or as soon as possible, thereafter.
2. Regular meetings shall be held on the second Thursday in the months of January, April, July and October. Meetings shall start at a time set by the Committee.
3. All meetings will be held in the Maricopa County Board of Supervisors' conference room at 301 West Jefferson, Phoenix, Arizona, unless an alternate location is specified by the Chair or majority vote of the Committee. If an alternative meeting location is to be used, each member of the Committee shall be given no less than two (2) days prior notice.
4. Special meetings of the Committee may be held at the call of the Chair or upon request of a majority of the Committee members, upon not less than 24 hours notice to each Committee member.
5. All meetings of the Committee shall be subject to the Arizona open meeting law (A.R.S. § 38-431 *et. seq.*) and open to the public, except that the Committee may hold executive sessions under circumstances as permitted by A.R.S. Section 38-431.03. Written minutes shall be kept of all public meetings and hearings and executive sessions.

6. Notices of all meetings shall be given by the Department of Business Strategies and Health Care Programs. Agendas shall be conveyed to each Committee member at such address as furnished to the Department of Business Strategies and Health Care Programs by the Committee member, and shall set forth in outline form matters to come before the Committee at the meeting.
7. A majority of the duly appointed members of the Committee shall constitute a quorum for the transaction of business. A majority vote of the quorum shall be required for any official action. All votes shall be by voice vote or by roll call.
8. All references herein to a majority of the Committee shall mean a majority of the Committee members present and voting, unless otherwise specifically stated in these Bylaws, or provided by statute or ordinance.
9. Minutes and records of all findings and recommendations shall be kept by the Department of Business Strategies and Health Care Programs. The vote of each Committee member shall be recorded and the minutes, records, findings and recommendations shall be of public record.
10. The Committee shall transmit all of its findings, recommendations and official actions, regardless of vote, to the Board of Supervisors.
11. The Committee may adopt rules of order for conducting meetings.

## Article II - Officers

1. Chair: The Chair shall have the following duties:
  - a. Preside at meetings of the Committee,
  - b. Generally supervise the conduct of the affairs of the Committee,
  - c. Rule on all procedural questions, and
  - d. Call for a motion on all matters being considered by the Committee, but only after interested parties and all Committee members present have had a reasonable opportunity to be heard.
2. The Chair may participate in discussion of and vote on all matters.
3. Any ruling of the Chair may be reversed by a majority of the Committee.
4. Vice-Chair: The Vice-Chair shall perform the duties of the Chair during the absence or disability of the Chair. In the event that both the Chair and Vice-Chair are absent, the members present shall choose one from among their number to be Chair pro tem of the meeting.
5. The Chair and Vice-Chair of the Committee shall be appointed by the Chairman of the Board of Supervisors for a term of one year.

6. Any vacancy in the office of the Chair or Vice-Chair of the Committee shall be appointed by the Chairman of the Board of Supervisors.

### Article III – Order of Business

1. Call to order
2. Roll call
3. Approval of the minutes of the previous meeting(s)
4. Regular Agenda (Unfinished and New Business)
5. Other matters
6. Executive Session (when applicable)
7. Adjournment

### Article IV – Matters Pending Before the Committee

1. Every matter on which the Committee is authorized or required to act, brought before the Committee by any person, official, organization, or agency shall be presented through the Department of Business Strategies and Health Care Programs in a form to be established by policy adopted by the Committee.
2. A regular agenda may be prepared for items that are either unfinished business or new business. Unfinished Business is for consideration of any matters continued from a previous meeting and New Business constitutes a public hearing on any new matter. Regular agenda items will receive a complete presentation from staff and a full public hearing.

### Article V – Amendment of Bylaws

The foregoing Bylaws or, any part thereof, may be amended by majority vote of the Committee and approval by the Board of Supervisors.

### Article VI – Conflict of Interest

1. This Committee is subject to the requirements in Title 38, Chapter 3, Article 8 (A.R.S. § 38-501 *et seq*).
2. Any member of the Committee who has a substantial interest as defined in A.R.S. Section 38-502 in the outcome of any matter brought before the Committee shall make known that interest in writing, and the minutes of that meeting shall record that the member made such fact known. Written notices of conflict shall be filed with the Clerk of the Board of Supervisors. The member shall refrain from voting or in any way participating in that matter.

## Article VII - Attendance

1. It is the responsibility of each Committee member to attend regularly scheduled Committee meetings. It is expected that each Committee member attends a minimum of seventy-five (75) percent of noticed Committee meetings over any twelve (12) month period.
2. If a Committee member does not meet the above minimum Committee meeting attendance requirement, the Chair of the Committee may contact the Committee member to discuss the situation. A majority of the Committee may also direct the Chair to contact any member not attending the required number of meetings regarding his or her attendance.
3. If after consultation with that Committee member, attendance does not improve over the next twelve-(12) month period, the Chair of the Committee will report the matter to the Chair and appointing member of the Board of Supervisors or to the County Manager for members appointed by the County Manager. Committee members serve at the pleasure of their appointing authority.